

Atlanta-region Transit Link Authority

**Administrative Committee
Minutes**

January 17, 2019

COMMITTEE MEMBERS PRESENT

Earl Ehrhart, Committee Chair
Charlie Sutlive
Steve Dickerson – via teleconference
Howard A. Mosby
Chuck Warbington

OTHER BOARD MEMBERS PRESENT

Andy Macke

CALL TO ORDER

Committee Chair, Earl Ehrhart, called the meeting to order at 1:31pm and confirmed there was a quorum.

REVIEW OF THE FY2019 BUDGET

Ms. Heather Aquino, Deputy Executive Director, and Ms. Monique Simmons, Chief Financial Officer, briefed the Committee on the projected expenditures based on the FY 2019 Base Budget. Ms. Simmons further discussed the differences between the amounts on each of the line items on the FY 2019 Base Budget and the Revised FY 2019 Base.

Mr. Macke inquired if shared services with other agency partners would be possible. Ms. Aquino informed him that the functional org chart found on slide 7 of the presentation reflects the current arrangement. Mr. Ehrhart further explained that we would have to set up contracts with non-state agencies in order to have shared services with them. Mr. Dickerson inquired if MARTA and GDOT would pay some wages. Mr. Ehrhart informed him that GDOT has their own budget and MARTA is a non-state agency that also has their own budget.

Mr. Warbington inquired if the rent is based on per square foot. Ms. Simmons confirmed that it is. Mr. Ehrhart inquired if we had first rights on the 23rd floor. Ms. Aquino confirmed that SRTA has first right of refusal for the 21st and 23rd floor so we can all be together.

Mr. Warbington inquired how we came to the overhead cost. Ms. Aquino informed that for FY 2019, we did our best estimate and for FY 2020, additional key positions were reviewed and allocated based on the amount of time those key positions will be spending on the ATL. She further explained that after a full year of operations with State funding we can then go back and look at things like the number of transactions that Finance has processed on behalf of the ATL and once there are more transactional data collected and adjust the numbers.

Ms. Aquino explained that the amount we are contractually obligated for the contract with Jackson Spalding is much more than just to develop the logo. Also, for the planning contract, more information is provided on slide 6 of the presentation on a possible amendment to the contract with Deloitte that would include the work around the annual audit report that the ATL is responsible for, the proposed mobility innovation lab, possible data management assessment, as well as staff augmentation for the transit planning staff since we don't have full time planning staff at this time. Mr. Ehrhart clarified to the Committee that the Board will be ratifying the budget and not the full expenditure of the given dollar amount.

Mr. Macke inquired if unobligated State funds can accrue and carry over to the following fiscal year. Ms. Simmons informed him that as a State authority, the ATL does not receive direct appropriation from the State, therefore it is considered as "other funds" which can be carried over to the next fiscal year.

Ms. Simmons gave the Committee an overview on the projected revenues for the FY 2019 Base Budget. She stated that the ATL has an MOU with GRTA to transfer funds to the ATL in order to match the federal grants. Ms. Simmons further explained that we cannot obtain federal funding without a state match and that this funding from GRTA is restricted to be used only for the federal grants. The \$1.9 million transfer from other sources was the one-time funding that the ATL received from the Governor's emergency fund as the start-up funding for the ATL. The tenant improvement allowance for the 23rd floor is the money that the ATL is receiving back from the landlord related to the buildout based off the dollar amount per square footage. The \$2.2 million in federal funds is being used to fund the contracts that were previously discussed.

Mr. Ehrhart proposed that the Governor's recommendations be labeled as such for clarity on the presentation for the Board meeting on January 24. Mr. Mosby and Mr. Warbington agreed. In addition, Mr. Warbington suggested to label "Transfer from Other Sources" as "One-Time Start-up Funding" from the Governor's 2018 emergency fund.

Ms. Aquino gave the Committee an overview of the functional org charts.

Mr. Macke suggested adding a whereas clause on the resolution that speaks to the situation that the group has been in discussion for the public's sake. Mr. Ehrhart suggested to add the verbiage to the first clause saying that the "Board approves and annual budget each year based on our bylaws."

Howard Mosby moved that the resolution as amended be approved for recommendation to the full Board on January 24, 2019. Chuck Warbington seconded the motion. The resolution is approved unanimously.

The meeting adjourned at 2:40 pm

APPROVED:



Earl Ehrhart, Committee Chair

APPROVED AS TO FORM:



Merry Mandus, General Counsel

ATTEST:



Jamie Harris, Board Secretary

DATE MINUTES APPROVED:

March 4, 2019